

## **Resident Handbook**

### **Welcome to Legacy Rental Management LLC**

Welcome! We are committed to providing you with a comfortable and well-maintained living environment. This Resident Handbook is designed to outline the policies and guidelines to ensure a peaceful, safe, and enjoyable experience for all residents. As a valued member of our community, we ask that you familiarize yourself with the following guidelines and comply fully with them.

Your cooperation helps us maintain high standards of living, safety, and respect within our community. If you have any questions, please do not hesitate to contact us.

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#### **1. Resident Responsibility**

- Each resident is responsible for ensuring that family members and guests understand and comply with all rules and regulations in this handbook. Residents are accountable for their conduct, as well as that of their guests.

#### **2. Noise and Consideration of Neighbors**

- While the building is not fully soundproof, please be considerate of your neighbors.
  - **Music & Noise Levels:** No resident shall play musical instruments, radios, or other devices at a sound level that could disturb others. Refrain from creating excessive noise that may interfere with the rights, comfort, or convenience of other residents.
  - **Use of Common Areas:** Hallways, laundry rooms, and storage areas are intended solely for their designated purposes and are not play areas for children.

#### **3. Prohibited Installations**

- Installing aerials, antennas, or satellite dishes on the exterior of the building is not permitted.

#### **4. Use of Common Areas**

- Common areas, such as stairwells, halls, and lobbies, are to be used only for their intended purpose. No personal belongings should be stored in these spaces.

#### **5. Thermostat Settings and Winter Precautions**

- **Absences During Heating Season:** If you will be away for 3 or more consecutive days during the heating season, notify management. Thermostats should be set to at least 55°F to prevent frozen pipes, and management reserves the right to perform inspections during this time.
- **Thermostat Settings:** During the heating season (September 1 - April 15), thermostats should be maintained between 68°F and 70°F. Tampering with heating systems is considered a lease violation.

#### **6. Fire Hazard Restrictions**

- Do not store any items in your apartment that could pose a fire risk.

#### **7. Window Coverings**

- Window coverings should consist of appropriate curtains or drapes. Using blankets or sheets as window coverings is not permitted.

#### **8. Porch & Yard Maintenance**

- If your unit includes a porch or yard area, you are responsible for keeping it clean and free of garbage. These areas may not be used for storage.

#### **9. Alternative Heating Sources**

- Alternative heating sources, such as kerosene heaters, wood stoves, or coal burners, are strictly prohibited.

#### **10. Waste Disposal**

- All trash and waste must be stored in sealed metal or plastic garbage cans (30 gallons or larger).

#### **11. Water Use**

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- When water is included in the rent, washing cars, using hoses, or operating portable washing machines is not permitted.

## 12. Roof and Mechanical Area Access

- Access to roofs or mechanical areas of the building is not permitted for residents.

## 13. Alterations to the Apartment

- Any alterations, including painting or wallpapering, require prior written approval from management.

## 14. Routine Inspections

- Regular inspections for maintenance and safety will be conducted as needed to ensure the property is in good condition.

## 15. Prohibited Activities

- Any involvement in illegal drug or criminal activities by the resident, household members, or guests will result in immediate lease termination and eviction.

## 16. Prohibited Property Installations

- Pools, hot tubs, waterbeds, trampolines, and similar items are not allowed on the property. No signage or flags may be displayed.

## 17. Communication

- All communication and issues regarding your lease should be directed exclusively to Legacy Rental Management LLC. Residents should not contact the property owner.

## 18. Updated Contact Information

- Residents must notify management of any changes in contact information by the next business day.

## 19. Flushable Items in Toilets

- Only toilet paper may be flushed. No wipes, including “flushable” wipes, should be disposed of in the toilet. Residents will be responsible for repair costs if prohibited items cause damage.

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## Violation of Rules and Fines Procedure

We aim to work collaboratively with residents to maintain compliance with all community standards.

However, violations of the handbook guidelines may incur fees as outlined below:

- **1st Offense:** Written warning and reimbursement of any costs incurred.
- **2nd Offense:** \$100 fine plus reimbursement of additional incurred costs.
- **3rd Offense:** \$200 fine and initiation of the eviction process.

Thank you for taking the time to review and comply with these guidelines. Your cooperation is essential in maintaining a respectful and safe living environment for all. If you need further assistance, please reach out to our team at Legacy Rental Management LLC.

**Legacy Rental Management LLC**